DOCUMENT RESUME

ED 365 844 CE 065 490

AUTHOR Farr, J. Michael, Ed.
TITLE Job Strategies for Professionals. A Survival Guide for Experienced White-Collar Workers.
REPORT NO ISBN-1-56370-139-1
PUB DATE 94
NOTE 118p.
AVAILABLE FROM JIST Works, Inc., 720 North Park Avenue, Indianapolis, IN 46202-3431 (order no. JSSPRO: $9.95).
PUB TYPE Guides - General (050) -- Books (010)

EDRS PRICE Document Not Available from EDRS.
DESCRIPTORS Adults; Career Change; Career Development; Career Planning; *Dislocated Workers; *Employment Interviews; Employment Opportunities; Job Applicants; Job Application; *Job Search Methods; Labor Market; Managerial Occupations; Professional Occupations; *Professional Personnel; *Resumes (Personal); *Unemployment

ABSTRACT

This book, aimed at college-educated professional people, contains nine chapters covering job loss and strategies for finding new employment. Originally published by the U.S. Employment Service under the title "Job Search Guide: Strategies for Professionals," the guide presents an overview of the job search, including handling job loss, managing personal resources, self-assessment, researching the job market, networking, preparing a resume, and interviewing. Chapters 1 and 2 provide guidance in dealing with personal, family, and financial issues that might arise during the job search. Chapter 3 provides interactive exercises to help the job seeker assess his or her skills, interests, and abilities and identify achievements. Chapter 4 identifies resources for targeting the job search and provides suggestions on how to research the job market and find the industries with the most opportunities. Chapter 5 presents both formal and informal methods for collecting information on specific companies. Chapter 6 covers networking; Chapter 7 provides advice on writing resumes and cover letters. In Chapter 8, advice is given on different types of interviews, ways to prepare for an interview, and tips on how a job seeker should act during an interview. Chapter 9 reviews assessment tools used by employers and is designed to help a job candidate feel more comfortable in testing situations. Brief descriptions of tests are provided, along with advice on how to prepare for and take the actual tests. Two appendixes provide tips for staying employed and a summary of the book. A resource list includes 84 references covering the following topics: careers and industries; emotional aspects of the job search; job seeking and general information; interviewing; international job hunting; resumes; salary negotiation; testing; disabled workers; high-tech careers; career planning for holders of Master of Business Administration degrees; minorities; nonprofit organizations; older workers; and women. (KC)